

**Antrim Township Industrial Pretreatment Program**  
**Standard Operating Procedure No. 4**  
**Monitoring Report Review and Violation Tracking**  
**Issue Date June 2017**  
**Revision No. 0**

## **Scope**

This procedure describes how the Township reviews compliance monitoring reports and IU self-monitoring reports to ensure all reports are reviewed and all violations are identified.

## **Overview**

The Township utilizes their Compliance Monitoring Report Log to track IU compliance. Violations and NOVs are tracked on the Compliance Monitoring Report Log.

## **Procedures**

### **Steps**

- ☐ 1. The Compliance Monitoring Log shall be utilized to record all IU compliance activities.
- ☐ 2. A separate Log shall be maintained for each permitted IU and stored in the IU's file..
- ☐ 3. When IU DMRs are received by the Township, the date of receipt and initials of Township staff receiving the report are entered on the Log.
- ☐ 4. The due date for each monthly report is listed on Log to confirm timely receipt of DMRs.
- ☐ 5. DMRs shall be reviewed against the IU permit for accuracy and completeness.
- ☐ 6. Monitoring data reported by the IU on the DMRs shall be reviewed against the IU permit for any discharge limit exceedances or other permit violations.
- ☐ 7. The Township staff who reviews the DMR shall enter the date and their initials on the Log.
- ☐ 8. The reviewer shall check Y or N under the Violations column for the DMR.
- ☐ 9. If Y is checked under Violations, an NOV shall be prepared and sent to the IU. The date and method of delivery for the NOV shall be recorded on the Log.

Antrim Township Industrial Pretreatment Program  
Compliance Monitoring Report Log  
SIU Name:  
Permit No.:  
Expires:

| Compliance Monitoring Report |              |             |      |             |      |             |   |           |                |                    |                 |      |                   |      |                   |             |          |
|------------------------------|--------------|-------------|------|-------------|------|-------------|---|-----------|----------------|--------------------|-----------------|------|-------------------|------|-------------------|-------------|----------|
| Reporting Period             | DMR Due Date | Received By |      | Reviewed By |      | Violations? |   | IU Notify | NOV Sent to IU |                    | Antrim Sampling |      | Sampling Reviewed |      | Antrim Inspection |             | Comments |
|                              |              | Initials    | Date | Initials    | Date | Y           | N |           | Date           | Means <sup>1</sup> | Initials        | Date | Initials          | Date | Date              | Report Sent |          |
| Jan-17                       | 02/20/17     |             |      |             |      |             |   |           |                |                    |                 |      |                   |      |                   |             |          |
| Feb-17                       | 03/20/17     |             |      |             |      |             |   |           |                |                    |                 |      |                   |      |                   |             |          |
| Mar-17                       | 04/20/17     |             |      |             |      |             |   |           |                |                    |                 |      |                   |      |                   |             |          |
| Apr-17                       | 05/20/17     |             |      |             |      |             |   |           |                |                    |                 |      |                   |      |                   |             |          |
| May-17                       | 06/20/17     |             |      |             |      |             |   |           |                |                    |                 |      |                   |      |                   |             |          |
| Jun-17                       | 07/20/17     |             |      |             |      |             |   |           |                |                    |                 |      |                   |      |                   |             |          |
| Jul-17                       | 08/20/17     |             |      |             |      |             |   |           |                |                    |                 |      |                   |      |                   |             |          |
| Aug-17                       | 09/20/17     |             |      |             |      |             |   |           |                |                    |                 |      |                   |      |                   |             |          |
| Sep-17                       | 10/20/17     |             |      |             |      |             |   |           |                |                    |                 |      |                   |      |                   |             |          |
| Oct-17                       | 11/20/17     |             |      |             |      |             |   |           |                |                    |                 |      |                   |      |                   |             |          |
| Nov-17                       | 12/20/17     |             |      |             |      |             |   |           |                |                    |                 |      |                   |      |                   |             |          |
| Dec-17                       | 01/20/18     |             |      |             |      |             |   |           |                |                    |                 |      |                   |      |                   |             |          |
| Jan-18                       | 02/20/18     |             |      |             |      |             |   |           |                |                    |                 |      |                   |      |                   |             |          |
| Feb-18                       | 03/20/18     |             |      |             |      |             |   |           |                |                    |                 |      |                   |      |                   |             |          |
| Mar-18                       | 04/20/18     |             |      |             |      |             |   |           |                |                    |                 |      |                   |      |                   |             |          |
| Apr-18                       | 05/20/18     |             |      |             |      |             |   |           |                |                    |                 |      |                   |      |                   |             |          |
| May-18                       | 06/20/18     |             |      |             |      |             |   |           |                |                    |                 |      |                   |      |                   |             |          |
| Jun-18                       | 07/20/18     |             |      |             |      |             |   |           |                |                    |                 |      |                   |      |                   |             |          |
| Jul-18                       | 08/20/18     |             |      |             |      |             |   |           |                |                    |                 |      |                   |      |                   |             |          |
| Aug-18                       | 09/20/18     |             |      |             |      |             |   |           |                |                    |                 |      |                   |      |                   |             |          |
| Sep-18                       | 10/20/18     |             |      |             |      |             |   |           |                |                    |                 |      |                   |      |                   |             |          |
| Oct-18                       | 11/20/18     |             |      |             |      |             |   |           |                |                    |                 |      |                   |      |                   |             |          |
| Nov-18                       | 12/20/18     |             |      |             |      |             |   |           |                |                    |                 |      |                   |      |                   |             |          |
| Dec-18                       | 01/20/19     |             |      |             |      |             |   |           |                |                    |                 |      |                   |      |                   |             |          |

1 - Identify form of NOV such as telephone call, written notification, verbal at site inspection, etc.